

**New Castle City Planning Commission Meeting**  
**Minutes**  
**November 18, 2013 -- 6:30 p.m.**  
**City of New Castle's Town Hall**

Members Present: David Bird, Chair  
David Baldini  
Joe DiAngelo  
Jonathan Justice  
Josephine Moore  
Vera Worthy

Members Absent: Susan Marinelli  
Florence Smith

Also Present: Debbie Pfeil, Senior Planner, URS  
Jeff Bergstrom, Building Inspector/Fire Marshal

The meeting was called to order at 6:30 p.m. Mr. Bird announced that City Council has removed Dorsey Fiske from the Planning Commission. He acknowledged her service to the Planning Commission.

Minutes – **A motion was made and seconded to approve the minutes as distributed. Motion approved.**

Report on Parking Study – Next meeting is scheduled for 11/21/13.

Update on Waterfront Study – Ms. Pfeil read a report received from Duffield Associates. (*Report attached to minutes.*) The report will be provided to all Commissioners. Ms. Pfeil will remind Duffield they were to provide copies of their last report to Commissioners.

New Castle Way Finding Study – Continued until next meeting.

Discussion of Potential DG Development Concept Foundry Condominiums, 0 W. 7<sup>th</sup> Street, tax parcel #2101700126 – No information was received prior to the agenda being published.

Tax Parcels 2101700127 and 2101700132 \*Discussion only\* (*Conceptual plan provided.*) Bill Ganc, a local realtor, presented. He is seeking the Commission's thoughts/comments on a conceptual plan. The project is for 8 buildings, 3 floor levels, each building has 48 units; 16 units per floor, and is under the 45 foot height restriction. It is a former Brownfield site which requires capping/blacktop. They plan ample parking to support the structure. They may need to approach the Board of Adjustment for setback variance relief. Ms. Pfeil said the design being presented tonight is a maximum density plan that could be massaged to make it more attractive. She stressed the importance of showing the character of the community (building exterior, light posts, signage) and suggested putting commercial in the front of the complex, which will give curb appeal.

Ms. Pfeil recommended using the eight provisions shown in the Downtown Gateway District in the revised Code for assistance with design. (Mr. Bergstrom will email them to Mr. Ganc.). Mr. Ganc said there is space available for retail space to compliment the new zoning code.

Comments included concern with traffic, number of vehicles and overflow parking, ingress and egress, impact on municipal services, size of parking spaces, train traffic, quality of life, impact on schools, no playgrounds or walking paths, the number of rental units in the City, and no sense of community. A feasibility study can be requested by the Planning Commission.

To better maximize time, Ms. Pfeil suggested establishing pre-development meetings with developers and property owners to look at the Code and work out all the planning issues of developments and avoid giving “opinions” to applicants. Then the project comes before this body. “Opinions” have been the subject of litigation with some communities. It is a good service to provide to developers and builders and they bear the burden of paying for the service. She suggested a meeting with the City Administrator, Planning Commission Chair and Building Inspector to discuss this concept.

Budget Status – The last report received was the end of October and there have been no disbursements from the Planning Commission budget.

Commissioner Comments – Mr. Bird revisited the neighborhood survey that was done recently. Ms. Pfeil will contact Herb Inden of the State Planning Office about current requirements for the Comprehensive Plan. Mr. Bird thinks that requirements have changed for comprehensive plans.

Mr. DiAngelo raised the matter of Commissioner attendance and discussion followed. Commissioners were asked to inform the Chair if they will be unable to attend a meeting to ensure that a quorum is present.

There was follow up on the matter of automatic railroad crossing gates being recommended by this body to City Council. Mr. Bird will check with the City office on this status.

#### Other Business

Mr. Bergstrom asked for the Planning Commission’s thoughts of joining other small towns that are part of the Scenic Bylaws Program in applying for a grant from Green Cross. There is no cost to the City and there is no match. Deadline to express interest is 12/22/13. Mr. Bird suggested bringing this to the attention of the City Administrator. Ms. Pfeil said DelDOT or the State Planning Office could be invited to our next meeting to discuss this program and the Comprehensive Plan. Mr. Bird will contact Tom Maddox who is on the Scenic Byways Committee.

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Mr. Bergstrom brought flood maps to the meeting showing the new flood zone. They will be discussed at a public meeting on 11/26/13 at William Penn High School from 3 p.m. to 7 p.m.

A new updated zoning map was requested for the meeting room wall.

Mr. Baldini requested copies of reports for agenda items be provided prior to meetings to give Commissioners time to review.

Mr. Bird announced the recent passing of Francis Pollard. Mr. Pollard was one of the first members of the City of New Castle Planning Commission when it was established in the 1950s.

Due to the holidays, the next meeting is scheduled for 12/16/13 at 6:30 p.m.

There being no other business the meeting was adjourned at 7:50 p.m.

Debbie Turner  
Stenographer